

2011 Child Support Workgroup
Subcommittee Meeting Ground Rules

1. The leader of the subcommittee should prepare a draft informal agenda or e-mail for each subcommittee meeting that includes what is expected to be discussed and accomplished during each subcommittee meeting, and provide that to subcommittee members prior to the meeting.
2. Each subcommittee meeting shall have a leader and a note taker. If the designated leader and/or note taker is unavailable, a temporary substitute shall be appointed for that subcommittee meeting by DCS staff.
3. Subcommittees shall explore issues and options and help to educate the Child Support Workgroup on their particular subcommittee topic.
4. Subcommittees are expected to report on their topics at the in-person Child Support Schedule Workgroup meetings, beginning April 15, 2011, and monthly thereafter.
5. In consideration of non-members, the leader of the subcommittee may set aside part of the agenda for the subcommittee to hear from others, including members of the public. Leaders should encourage members of the public to submit comments in writing, so that they may be shared with the entire Child Support Workgroup.